King County	Department of Adult and Juvenile Detention Adult Divisions General Policy Manual	
	Chapter 3 **Safety and Emergency Procedures**	
3.02.021 Public Crime and Medical Emergencies	Approved By:	Director John Diaz
	Effective Date:	February 14, 2022
	Reviewed By:	PRC
Distribution:	Review Date:	January 27, 2022

Purpose
To describe the actions to be taken in the event a crime or medical emergency that occurs in a public area of a department facility.

Policy
It is the policy of the department to request that local law enforcement agencies and/or Emergency Medical Services (EMS) handle crimes or medical emergencies that occur in the public areas of department facilities.

References

Memorandum of Understanding:	Kent Police Department (KPD) King County Sheriff's Office (KCSO) Seattle Police Department (SPD)
Department Forms:	Supervisor's Incident Report Officer's Report
Department Policies:	1.01.005, Executive Duty Officer 3.02.004, Emergency Response

Definitions
Public Areas: Visiting areas, lobbies, courtrooms, parking areas, or any area in which the public normally is allowed access, and/or any area outside the secure perimeter of department facilities.

A. General Guidelines

1. Central Control shall contact the local law enforcement agency and/or EMS when a crime or medical emergency occurs within a public area of the facilities.
   a. The responding law enforcement agency at the Kent Division (MRJC) is KPD.
   b. The responding law enforcement agency at the Seattle Division (KCCF) is SPD.
2. If an injury is deemed life threatening, once the scene is deemed safe, Central Control shall request JHS staff to respond and render assistance as necessary following department policy 3.02.004, Emergency Response .
3. Officer(s) shall secure an area where a crime has been committed and/or a medical emergency has occurred.
4. Reports prepared by department staff using department forms shall not be disseminated outside the department without the approval of a Division Major (or higher authority). This

does not preclude department staff from cooperating with law enforcement or medical response units or assisting those units by making statements regarding incidents covered in this policy.

B. Public Injury or Medical Emergency

1. Any department member who discovers a person with a medical emergency shall:
   a. Notify Central Control.
   b. Obtain citizen assistance, if necessary.
   c. Wait with the victim until EMS personnel arrive, the victim declines assistance or a supervisor directs otherwise.
   d. Submit an Officer's Report.
2. Central Control Officer(s) shall:
   a. Announce a "Medical Status C2 and location for any life-threatening emergency via the all-call system.
   b. Contact EMS (at 9-911).
   c. Record all details of the incident in the Central Control JMS shift log.
3. The Sergeant shall:
   a. Report to the scene of the incident.
   b. Assist staff at the scene.
   c. Obtain and forward reports from involved staff.
   d. Complete a Supervisor's Incident Report and forward it with all reports to the Shift Commander.
4. The Shift Commander shall:
   a. Notify the Executive Duty Officer (EDO) of all life-threatening emergencies or major crimes within one hour of the incident following department policy 1.01.005, Executive Duty Officer.
   b. Review all reports and forward them to the Division Major.
   c. Authorize additional staff as needed.
   d. Not allow the dissemination of prepared reports outside the department without the approval of the Major or EDO.

C. Public Crime

1. Any department staff who become aware that a crime is occurring or has occurred in a public area shall:
   a. Notify a supervisor and contact Central Control Officers.
   b. If the scene remains active, take action to restore order and provide for the safety of the public.
   c. If the suspect is still on-scene, take measures using a reasonable and necessary amount of force to detain the suspect pending the arrival of local law enforcement. Availability of backup, protective gear and weapons shall be taken into consideration prior to taking action.
   d. Provide first aid, if necessary, and if doing so would not further endanger the safety of the public or the employee.
   e. Stay with the victim, if any, until the local law enforcement agency or EMS staff arrives on the scene and if doing so would not further endanger the safety of the public or the employee.
   f. Submit an Officer's Report.

2. Central Control shall:
   a. Notify the Sergeant and/or Shift Commander.
   b. Contact local law enforcement (9-911).
   c. When necessary, contact Courthouse Security.
   d. Announce a "Code C2 , if requested by staff.
   e. Record all details of the incident in the Central Control JMS shift log.
3. The Sergeant shall:
   a. Report to the scene of the incident.
   b. Assist staff on the scene.
   c. Obtain reports from all involved staff.
   d. Complete a Supervisor's Incident Report and forward with all reports to the Shift Commander.
4. The Shift Commander shall:
   a. Notify the EDO of all life-threatening emergencies or major crimes within one hour of the incident.
   b. Review all reports and forward to the Major.
   c. Authorize additional staff as needed.
   d. Not allow the dissemination of prepared reports outside the department without the approval of the Major or EDO.